



UMT SIALKOT

Message from the Director Campus

UMT Sialkot Sub Campus takes pride in being the first ever HEC recognized university campus in the city of Sialkot. Committed to its mission of inculcating learning and leadership in its students, we are constantly engaged in advancing knowledge and imparting practical skills to students so that they can meet the challenges of the future. Our ultimate goal is to promote UMT Sialkot to such an enviable position where it competes as one of the leading players in the educational sector at national and international levels. We take our vision to learn and mission to lead as guiding principles and strongly believe in the acquisition of new knowledge through research and innovation while maintaining academic quality and students' satisfaction.

We have always been ambitious to learn and equally ambitious to teach and polish our students in accordance with ethical, religious and cultural values to enable them to play a productive role in the society they happen to be living in. We are equally focused to create a talent pool that the corporate world demands. We spend time with the corporate world to customize our syllabi to their needs, thus creating value both for our students and the corporate sector.

We are firmly committed to further strengthening the reputation of UMT by building upon the tradition of past achievements, but above all, by ensuring the professional success of our graduates, whether they choose to pursue careers as entrepreneurs, businessman, or serve in the public or private sector, locally as well as abroad.

A stamp of accreditation from Pakistan Engineering Council (PEC) to launch BS Mechanical Engineering and BS Electrical Engineering programs has been a further consolidation of the reason to be proud of. Such greatly remarkable achievements, along with induction of top-level and highly experienced faculty are evidences that the campus has unflinchingly been on the rise.

Syed Muhammad Belal

Director

UMT Sialkot Campus

Message from the Director Academics

Life grows great and even greater only if it is focused, disciplined and committed to a set target. To comprehend the philosophy of life, having a good understanding of one's duties is of vital importance. Having emerged as one of the premier universities of private sector in Pakistan, we hope our students reach top positions. The focus of our educational strategies has invariably been to provide our students with such opportunities and environment in which they can sharpen their talent and develop their personality in a positive manner.

Our well qualified and committed teaching fraternity is putting all possible endeavors to produce a highly useful lot of graduates who are well acquainted in their concerned fields. We, among our competitors, take pride in having the maximum number of PhDs and foreign qualified resource persons as part of our permanent faculty in Sialkot Campus. Our faculty is not only highly qualified and experienced but also very well aware of the latest research trends in their concerned fields.

This campus is equipped with latest teaching aids, gadgets, laboratories and other facilities that create a very congenial and serene atmosphere for teaching and learning. The campus has successfully introduced a variety of market-oriented but diversified degree programs that are catering for the need of this region and subsequently sharing enormously in improving the socio-economic condition of Pakistan. The offered programs are related to the School of Business and Economics (SBE), Institute of Communication and Cultural Studies (ICCS), School of Engineering (SEN), School of Systems and Technology (SST), School of Social Sciences and Humanities (SSS&H), School of Textile and Design (STD), School of Commerce and Accountancy (SCA) and School of Professional Advancement (SPA). The new programs related to Natural and Life Sciences (Agri Business, Biotechnology and many more) are going to be initiated in view of the modern scientific and technological advancements. We keep reviewing and updating our policies and methodologies to keep with the pace of the ever changing world trends. Continuously, our campus and all the facilities available in it are being further developed and updated with the commitment that we have to stay ahead in the provision of the best. We believe in thinking futuristic. I assure our students and the parents that we are leaving no stone unturned in the process of ensuring the best possible higher education environment in UMT Sialkot Campus. Join us and see the difference.

Prof Dr Shahid J Butt

PhD

Trakya University, Turkey

سیالکوٹ تو زندہ رہے گا

شہر اقبال میں بے مثال یونیورسٹی

Sialkot, the City of our National Poet Dr Muhammad Allama Iqbal

Sialkot city is the capital of Sialkot District, located in the northeast of the Punjab province in Pakistan. It is the 4th largest economic hub in Punjab after Lahore, Faisalabad and Gujranwala.

The per capita income of Sialkot is the highest in Pakistan which has been witnessed at \$2,800 in 2012. Sialkot has an Industrial Estate and an Export Processing Zone. Sialkot International Airport has the distinctions of being the first privately owned public airport in Pakistan and South Asia.

Sialkot is also known as the city of eminent personalities. These include Dr Muhammad Iqbal (poet and philosopher), Faiz Ahmad Faiz (poet), Zaheer Abbas, Shoaib Muhammad (former captain of cricket team), Shahnaz Sheikh (hockey player), Hamid Mir (journalist and GEO TV anchor), and many more.

Sialkot is traditionally a center of sports goods, surgical instruments, leather goods/garments, cutlery, and musical instruments industries.

There are also various types of plastic and metal-based industries. For the past several decades, the manufacturers and exporters of the city have been awarded the Annual National Exports Award by the Federation of Pakistan Chambers of Commerce and Industry. Forward Sports is one of the major suppliers for Adidas and the official brand sponsor for the FIFA World Cup 2014 which was held in Brazil.

UMT Sialkot Campus Introduction

The UMT Sialkot Campus being the first sub campus of UMT was formally opened in Sialkot on 2nd May, 2012. It is worth mentioning that UMT has the distinction of being the 1st university in Sialkot. The campus is equipped with excellent facilities and modern technology including advanced multimedia

equipment.

- 85,000 sq. ft. covered area
- 5 Floors with modern facilities
- Air conditioned classrooms, laboratories and computer labs furnished with state-of-the art computers, fiber optics internet
- Campus wide Wi-Fi internet facility
- Capsule Lifts
- Emergency exit stairs
- Separate cargo lifts
- Parking area
- Well-stocked learning resources
- Cafeteria with seating arrangement
- 24 Hour surveillance system

Future Plans

UMT Sialkot Campus is being expanded and upgraded in order to accommodate more students providing them tertiary education which is suitable and tailored to their individual needs and aspirations. For this purpose, expansion in existing setup is underway whereas a new state-of-the-art campus has also been planned.

Academic Programs Offered at UMT Campus Sialkot

School of Business and Economics (SBE)

Programs	Duration (Years)
– MBA-P (M/E)	2
– MBA-P (M/E) (for BBA or equivalent)	1.5
– MBA Executive	2
– BBA	4
– BBIS	4
– BBS Leading to MBA 1.5	2

School of Systems and Technology (SST)

Programs	Duration (Years)
– BS Computer Science	4
– BS Software Engineering	4

School of Science (SSC)

Programs	Duration (Years)
– MS Mathematics	2
– BS Mathematics	4
– BS Biotechnology	4

School of Engineering (SEN)

Programs	Duration (Years)
– BS Electrical Engineering	4
– BS Mechanical Engineering	4

School of Textile and Design (STD)

Programs	Duration (Years)
– Bachelor of Fashion Design (BFD)	4
– Bachelor of Textile Design (BTD)	4

School of Social Sciences and Humanities (SSS&H)

Department of English Language and Literature

Programs	Duration (Years)
– MPhil in Applied Linguistics	2
– MA English	2

Department of Islamic Thought and Civilization

Programs	Duration (Years)
– MPhil in Islamic Thought and Civilization	2

Institute of Clinical Psychology

Programs	Duration (Years)
– MS Clinical Psychology	2

School of Professional Advancement (SPA)

Programs	Duration (Years)
– Master of Computer Sciences	2

School of Commerce and Accountancy (SCA)

Programs	Duration (Years)
– MCom	2
– BS Accounting and Finance	4
– BCom Hons.	4
– BCom IT	2

Institute of Applied Sciences (IAS)

Programs	Duration (Years)
– BS Agribusiness Management	4

Information Processing Center

Information Processing Center (IPC) at UMT Sialkot provides state-of-the-art facilities. IPC accommodates more than 1500 participants and serves 400-600 participants daily.

Its standards meet the international requirements of highly advanced IT equipment and services including 120 Intel® Core™ i5 Systems, 140 Intel® Core™ i3 Systems, 2 computer classrooms with 42 PCs each, 1 HP 9050 laser printers, 12 Mbps CIR Internet bandwidth, color printers, and scanners and CD/DVD writers. The university participants are provided with the latest IT facilities with highly skilled and professional support and assistance in an ideal work environment.

These services include provision of login accounts, unlimited Internet access of 10 Mbps bandwidth, access to HEC digital resources, 200 MB secure data storage, software applications and development tools, open source support, low cost laser printing, scanning and CD/DVD writing, WiFi (Wireless Connectivity); and support and assistance by highly qualified, skilled and cooperative IT Professionals.

Learning Resource Center (LRC)

UMT supports its academic programs and research initiatives through a state-of-the-art Library and Learning Resource Center. It is an indispensable source of information and is one of the well-stocked libraries of Pakistan. UMT Library actively supports learning. We are committed to dissemination of knowledge and improvement in the intellectual content of its users.

Description of Books Available

- Electrical Engineering Mechanical Engineering
- Business and Economics
- Computer Science
- English Literature
- Islamic Studies and reference sources
- Thesis and Projects

International Magazines

- National Geographic, USA
- Newsweek, Pakistan
- The Economist, UK
- Harvard Business Review, USA
- Readers Digest, Asia
- Bloomberg Business week, USA
- Scientific American, USA
- Time Asia

Local Magazines

- Pakistan Business Review
- Aurora
- Spider
- Herald
- Pakistan Journal of Applied Economics
- Newsline

- Pakistan Economic and Social Review
- Pakistan Management Review

Newspapers

- Tribune Express
- Business Recorder
- Dawn
- The News
- Jang
- Express

EVENTS

Around 70 different events have been organized at UMT- Sialkot campus so far. These include student career counseling sessions, seminars, workshops, festivals, sports events, ceremonies, visits of various education institutions, blood donation camps, competitions and trips, etc.

Contact Us

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SCHOLARSHIP and FINANCIAL ASSISTANCE POLICIES

SCHOLARSHIP and FINANCIAL ASSISTANCE POLICIES

Applicable from Fall 2016

Merit-based scholarships are awarded at the time of admission while the need based financial assistance can be requested during the course of study only in exceptional circumstances. Some awards, however, are based on the academic performance during a semester but double awards are not given. The detail about all types of awards is given here for information of the students.

Following Fee Waiver Structure shall be permissible for the year 2016-17.

1. Alumni Policy

This reflects the significance that UMT attaches to its alumni/ae, while upholding and promoting the core value of the University.

There will be no admission fee for alumni but an amount of Rs 10,000 (non-refundable) will be charged from alumni as contribution to ILM Scholarship Fund, along with Rs 5,000 as library fee (non-refundable). Contribution to ILM Scholarship Fund will be spread out to the duration of the program in equal quarterly installments. Hence, it shall not be charged as onetime payment.

Policy for Alumni for Master/MS/MPhil

The minimum CGPA requirement for the continuation of scholarship is 3.00 for Masters and 3.25 for MS/MPhil programs.

Sr. No	Academic CGPA	Financial Award on Tuition Fee
1	4.00 (including medalists)	100%
2	3.91 to 3.99	90%
3	3.75 to 3.90	80%
4	3.50 to 3.74	70%
5	3.00 to 3.49	60%
6	Up to 2.99	50%

Policy for Alumni for PhD

However, for the PhD program, minimum CGPA requirement for the continuation of scholarship is 3.25. The Doctoral Dissertation fee of Rs 150,000/- shall be charged from all PhD students.

Sr. No	Academic CGPA	Financial Award on tuition fee
1	3.75 and above including medalists	70%
2	3.50 to 3.74	50%
3	3.25 to 3.49	35%

Kinship Policy

The kin of alumni/ae and existing participants (brother, sister, husband, wife, father, mother, son and daughter) are allowed tuition fee waiver as given below:

Sr. No.	Relationship with Alumni/ae	Financial Award
1	First Kin	20% waiver of tuition fee
2	Second Kin	30% waiver of tuition fee
3	Third Kin	40% waiver of tuition fee

Merit Scholarships

Developing the human resource to contribute positively towards society is what UMT aims at. Merit-based awards are granted to those bright participants who are best able to achieve that aim. These awards are made according to the admissions merit list.

Continuation of Merit Scholarships in subsequent semesters is subject to maintenance of CGPA not less than 3.00 for Bachelors programs, 3.25 for Masters Programs and 3.25 for MS/MPhil/PhD programs.

Merit Scholarship for students Applying for Bachelors

a) Scholarship on the Basis of Intermediate

- Position holders in BISE Examination: Total tuition-fee waiver

- 85% or above marks in BISE Examination: 75% tuition fee waiver
 - 80%-84.99% marks in BISE Examination: 50% tuition fee waiver
 - 75%-79.99% marks in BISE Examination: 25% tuition fee waiver
 - 70%-74.99% marks in BISE Examination: 20% tuition fee waiver
- b) Scholarship on the Basis of A-levels
- Three As in A-Level: 50% tuition fee waiver
 - Two As in A-Level: 30% tuition fee waiver
- c) Scholarship on the Basis of American High School Diploma
- CGPA 3.75 – 4.00: 50% tuition fee waiver
 - CGPA 3.50 – 3.74: 30% tuition fee waiver
- d) Merit Scholarship Policy for Diploma Holder Students
- 85% or above marks in Board Examination: 50% tuition fee waiver
 - 80%-84.99% marks in Board Examination: 25% tuition fee waiver

Merit Scholarship for Students Applying for Masters/MS/MPhil Degree with 4 -Year BS Degree from Recognized DAI/ Universities)

Sr. No	Academic CGPA	Financial Award on Tuition Fee
1	4.00/ 1 st Position	100%
2	3.91 to 3.99	50%
3	3.75 to 3.90	40%
4	3.50 to 3.74	25%

Merit Scholarship for Students Applying for Masters/MS/MPhil and PhD degree (Only For Recognized DAI/Universities)

- 100% tuition fee waiver for gold medalist or overall 1st position holder in any degree program from HEC recognized university/DAI on which admission is granted.

1) Percentage Criteria

- 80% and above marks in 14 years, 16 years 40% tuition fee waiver or 18 years of education (last degree on which admission is awarded)
- 70% to 79.99% marks in 14 years, 16 years 20% tuition fee waiver or 18 years of education (last degree on which admission is awarded)

2) CGPA Criteria

- CGPA 3.75 – 4.00: 40% tuition fee waiver
- CGPA 3.50 – 3.74: 20% tuition fee waiver

However, if the CGPA and percentage both are mentioned on the degree, the University shall consider the CGPA, while processing the scholarship.

The Doctoral Dissertation fee of Rs 1,50,000/- shall be charged from all PhD students.

Merit Award Policy for MS/MPhil Participants on Publication(s)

MS/MPhil participant awards should be based on research publications instead of GPA. The criterion is as follows, provided that there is no 'F' grade and overall GPA is 3.0 and above:

- If a participant publishes a research paper in Impact Factor Journal, then twenty percent fee waiver will be admissible and for second publication in Impact Factor Journal, another twenty percent fee waiver will be granted.

- ii. If a participant publishes a research paper in HEC and UMT recognized journals then fifteen percent fee waiver will be admissible.
- iii. If a participant publishes a research paper in UMT recognized Journal, then ten percent fee waiver will be admissible.
- iv. If a participant brings funding for research and does funded research thesis, then twenty percent fee waiver will be admissible.

MS/MPhil participant, who publish(s) research paper in above referred research journals, which is duly verified by Chief Library Officer, and recommended by concerned Dean/Director/Chairperson, will apply to the Registrar's Office for grant of tuition fee waiver.

Discount Policy for ILM Colleges Students

- 50% waiver in admission fee
- 50% waiver in tuition fee on 65% or above marks
- 25% waiver in tuition fee on less than 65% marks

Discount Policy for Leadership Colleges Students

- 30% waiver in admission fee
- 15% waiver in tuition fee

Corporate Group Discount

- 30% waiver in tuition fee of each student for organizations nominating minimum three candidates

Discount for SOS Village

- 100% waiver full fee for two students in a year to be nominated by SOS

Shaheed Hakeem Said Scholarship

These scholarships have been established to honor a great educationist, who was one of the finest exponents of eastern medicine as well. He was a member of the ILM Board of Trustees. The scholarships are granted to exceptional Pakistani nationals who are domiciled outside Punjab.

- 50% waiver in tuition fee for ten students to be determined on merit, in a semester, having domicile outside Punjab belonging to remote areas with at least 65% marks in Intermediate or Graduation.

Khurram Murad Scholarship

These scholarships honor a great thinker whose writings and speeches have inspired thousands of young men and women all over the world. He was a member of the ILM Board of Trustees. These scholarships are awarded to outstanding foreign participants

- 50% waiver in tuition fee for two students in a semester, with foreign nationality who fulfill the admission requirements of UMT.

Justice A R Cornelius Scholarship

These scholarships have been established to pay tribute to a former Chief Justice of Pakistan. They are granted to bright Pakistani nationals belonging to the minority communities.

- 50% waiver in tuition fee for three students in a year, belonging to minorities with 65% marks or equivalent in intermediate or graduation.

Outstanding Sportsmen and Extracurricular Scholarship

- 100% waiver in tuition fee for outstanding sportsman having national color or extracurricular activities with 65% marks or equivalent in intermediate or graduation (10 seats).

During the course of study, the student admitted on sports basis will be exempted from the condition of maintenance of minimum CGPA; however, the participant will have to achieve the degree completion requirements.

ILM Scholarship Fund (ILM Study Support/Aid Fund)

- This need-based scholarship is given to needy and deserving students after scrutiny of evidence provided by the participant and a brief interview. The scholarship/fund is treated as Qarz-e-Hassana which participant has to return in three to five years installments after the completion of degree.

Special Person (Disabled) Scholarship

- All certified special students and those with learning impairment will pay maximum of 50% fee as a standard

Employees of National Highways & Motorways Police Scholarship

- 25% discount in tuition fee will be given to children/spouses/brothers and sisters of National Highways and Motorways Police after scrutiny of evidence to be provided by the participant.

Discount Policy for The Knowledge School (TKS)

- Alumni of TKS who have done Bachelor/Master degrees from other University/DAI and apply to UMT for higher degrees may only be eligible for 25% tuition fee waiver

Rules Governing Financial Awards and Scholarships

- 1) Continuation of all financial aids and scholarships, other than merit scholarships and extracurricular activities based scholarships, in subsequent semesters is

subject to maintenance of CGPA not less than 2.50 for Bachelors programs, 3.00 for Masters Programs, and 3.25 for MS/MPhil/PhD programs.

- 2) Continuation of Merit scholarships in subsequent semesters is subject to maintenance of CGPA not less than 3.00 for Bachelors programs, 3.25 for Masters programs and 3.25 for MS/MPhil/PhD programs.
- 3) All kinds of financial aid and scholarships shall be permanently withdrawn on tuition fee default of two consecutive quarters.
- 4) It is mandatory for every scholarship or need-based financial assistance holder to finish their enrolled program in the prescribed duration of the program. No extension of award will be provided beyond the standard duration of the course/degree.
- 5) If a participant getting scholarship or financial assistance discontinues his/her studies for consecutive two semesters and would like to resume his/her studies later, shall be treated as a new applicant for admission and all fee, awards, rights and privileges shall be allowed accordingly.
- 6) If a participant getting scholarship or financial assistance leaves the program/University, total fee will be charged, without any discount/waiver, at the time of clearance before issuance of progress report and NOC.
- 7) In case of any disciplinary breach, involvement in activities political, unethical, and/or against the interest(s) of the University or its authorities shall be liable to disciplinary action and shall result in withdrawal of all financial awards, discounts, privileges, whatsoever.
- 8) For merit scholarship: If the participant gets 3 'F'

grades in Bachelors, 2 'F' in Masters and 1 'F' in PhD program, his/her financial assistance will be reverted irrevocably.

- 9) If a participant getting scholarship or financial assistance repeats a course, the participant shall be charged with the full fee of the course credit hour wise.

Offices @ UMT



Statutory Offices

- Office of Controller Examinations
- Office of the Registrar
- Office of Treasurer



Management Offices

- Office of Career Services
- Office of Communications and Media
- Office of External Relations
- Office of Facilities Management
- Office of Forums and Events
- Office of Human Resources
- Office of Information and Admissions
- Office of Information Systems
- Office of Internationalization
- Office of Participants Affairs
- Office of Planning and Development
- Office of Research Innovation and Commercialization
- Office of Technology Support

Statutory Offices

Office of the Controller of Examinations (OCE)

About us

The Office of the Controller of Examinations (OCE) is the cardinal department and custodian of examination records and takes the responsibility to provide quality service to students in all spheres of examination matters. Besides other imperative functions, it assumes transparency, integrity, secrecy and quality service as its dominated core values. The Office has documented Standard Operating Procedures (SOPs) and process flow charts with regard to its core functions available in the departmental manual. The core functions include conducting final examinations, compilation and declaration of results, drawing a list roll of honors, preparation of Final Transcripts and Degrees as well as arranging the convocation. Maintaining liaison with alumni and accreditation agencies is part of OCE functions.

For injecting efficiency and effectiveness in our work, we are using Participant Information System (PIMS) which not only provides correct and timely information but also serves our routine requirements and thus culminates in enhanced productivity of the department en bloc. The system is capable to generate all kinds of customized reports and provide access to the students for checking their results online. OCE is also using Enterprise Resource Planning (ERP) System to effectively manage all services.

In order to extend relentlessly overwhelming facility to all stakeholders, the Office of the Controller of Examinations (OCE) has orchestrated a vibrant team consisting of dedicated professionals, augmented with customer service skills.

CORE FUNCTIONS

- To conduct the final examinations, compile and declare the semester results
- To prepare and verify FTs and degrees of the graduates
- To process grade change requests (GRC)
- To draw a list of Rector's and Dean's Merit Awards
- To deal with Unfair Means Cases
- To prepare Convocation Scroll and Medal's lists
- To keep record of students' results and ensure departmental secrecy
- To provide creditable customer service to students and faculty
- To provide institutional development support to management
- To draw a list of roll of honors
- To coordinate and assist in arranging the convocation
- To coordinate with accreditation agencies

Web Link

For details of services provided by OCE, please visit
<http://umt.edu.pk/oce/home.aspx>

Office of the Registrar (ORG)

Mission

To provide pro-academic atmosphere, facilitating all stakeholders of the University, in a fair, transparent and impartial manner through prescribed regulations and systematic processes as envisioned by the Authorities of the University.

Core Functions

- Provide secretarial support to the concerned Authorities of the University and Statutory Bodies in accordance with provisions of the Charter
- Ensure communication and help in monitoring and evaluation of policies, decisions and statutes of rules and regulations of the University
- Keep liaison with the regulatory bodies (Higher Education Commission, Governor House, Government of Punjab, Chief Minister's Secretariat, Provincial Ministry of Education): Ensure efficient and effective correspondence with all bodies; in most of the cases deadlines for provision of consolidated university information are met
- Establish, implement, maintain and update student records.
- Hold Convocation annually
- Maintain highest standard of discipline
- Prepare the annual Academic Calendar and coordinate its implementation
- Provide Financial Assistance /Scholarships
- Manage student's affairs efficiently (Registration, Re-

admission, Add/Drop, Withdrawal, etc.)

- Prepare university Annual Report

Web Link

For details of services provided by ORG, please visit

<http://umt.edu.pk/org/home.aspx>

Office of Treasurer (OTR)

Our Purpose

The Office of Treasurer strives to deliver cost effective, reliable, and consistent accounting information. The purpose of Office of Treasurer is to ensure sound financial planning and management of the financial data and information, and to promote accountability and credibility throughout the organization.

Our Mission

The Office of Treasurer strives every day to provide accurate financial information throughout the organization with a great deal of integrity and reliability. As such it is our duty to enable our stakeholders, managers and employees to access timely and precise financial information with the utmost confidence in its accuracy and conformity with Generally Accepted Accounting Principles and other national and international industry standards.

OTR core values reflect what is truly important to us as a unit:

- We are committed to CARE (Collaborative, Accountable, Responsive, and Efficient) guiding principles
- We are committed to striving for excellence in providing accounting services
- We are committed to conducting ourselves in an honest and ethical manner
- We are committed to fairness, equality of opportunity and treating others with dignity and respect
- We are committed to employee empowerment by providing an environment where everyone is encouraged to grow professionally and personally to develop and offer new ideas and solutions, to share information, to be recognized for achievement

- We are committed to having fun and celebrating success as a team

Core Functions

- Financial Strategy
- Budgeting
- Accounting
- Auditing
- Managing Resources
- Tax

Web Link

For details of services provided by OTR, please visit

<http://umt.edu.pk/treasurer/home.aspx>

Management Offices

Office of Career Services (OCS)

Introduction

The primary responsibility of Office of Career Services (OCS) at UMT is to create a “wow factor” for all the stake holders. We strive hard to provide participants a platform to make informed career decisions by obtaining a pool of skill sets including Technical, Soft and Conceptual .

OCS enhances the professional skills portfolio of both participants and alumni by organizing a wide range of career related activities such as capacity building workshops, individual advisory services, comprehensive job posting, on-campus recruitment facilities, opportunities to meet industry professionals during activities specifically designed for the purpose etc. The staff within the office is dedicated to help in all aspects of planning, designing and developing career paths and also works closely with faculty, staff, participants and employers to ensure that the requirements of both academia and industrial sector, and those of the participants are being met.

OCS encourages participants to take personal responsibility to utilize its services to develop their career oriented skills from freshman through senior year and beyond so that they are prepared for the market. Moreover, it teaches students the skills necessary to formulate successful job search strategies and facilitate career progression. It is dedicated to meeting student needs and is open to provision of individualizing services. It is a

comprehensive unit that assists participants in a variety of ways throughout their stay at the university from choosing the major/degree program and even after graduation. Career counselors are available to provide counseling and assistance regarding career designing and personal brand

management to participants and alumni in accordance with the university's mission of providing a caring and nurturing environment.

The commitment to serve potential employers in particular and participants in general, OCS continues with zeal and vigor. In short, OCS works as a bridge to fill the gap between academia and corporate sector.

Core Functions

- Internship/Job Facilitation
- Personality Development and Training Workshops
- Designing Career Paths
- Career Counseling
- On Campus Recruitment Drives
- Mock Interviews
- Job Notifications
- Job Fairs
- Strategic Alliances
- Corporate Liaison and Networking
- Promoting UMT Brand Name

Web Link

For details of services provided by OCS, please visit
<http://www.umat.edu.pk/career>

Office of Communications and Media (OCM)

Introduction

The Office of Communications and Media (OCM) is promoting the image of the University through concerted branding efforts. OCM designs and maintains UMT and allied websites, and handles media relations. This Office produces university publications and promotional material such as the prospectus, brochures, newsletter, etc.

OCM ensures strategic and creative communication between UMT and its target audience in order to increase student enrollment, streamline communication between the various stakeholders and establish the University's reputation as a center of excellence.

The OCM Team comprises of communications specialists, web developers, designers, content writers, and editors that provide a wide range of services to the UMT community – faculty members, staff and students. Designing, advertising and printing services provided by OCM facilitate all the centers, schools, institutes, academic departments, and management offices at UMT in terms of creative design and top quality printing. OCM also provides publishing services in terms of content development and editing for both web and print. A range of integrated web communications and services such as site architecture and design, site review and analysis, database creation and general consultation for academic and administrative units of the University is provided by the OCM web team.

OCM also manages UMT social media. The rise of the social media has been described as the key driver to networking, sharing, and building organizational networks. UMT Social Media team keeps the UMT community updated about the latest developments and progress made by the University in both academic and extra-curricular fields.

The primary aim of UMT FM Radio 98.2 that is working within the Center for Broadcasting (CBS) at OCM is to disseminate healthy information to target audience using enter-educate program format. UMT Radio plays an active role in enhancing UMT brand image and engaging more listeners to expand its penetration.

Core Functions

- Development of UMT identity for effective branding
- Strategic communication with the stakeholders
- Advertising for enrolment
- Specific purpose publications
- Development and expansion of the reach of UMT web

Web Link

For details of services provided by OCM, please visit

<http://umt.edu.pk/ocm/home.aspx>

Office of External Relations (OER)

Vision

To engage external stakeholders through purposeful, meaningful and mutually beneficial programs and activities strengthening the UMT

Mission

To serve as a mutual voice for the University through its participation in alumni community networking, making corporate relations, co-ordinating all events in a professional way and making strong relationship with the industry.

We collaborate with partners to provide strategic leadership and expertise that builds positive relationships to facilitate growth and support innovation that advances the whole university community (alumni, students and employees).

Introduction

Contributing to the growth of UMT, the Office of External Relations (OER) has been established to serve as a collaborative voice for the University.

External Relations connects UMT to its alumni and the corporate world by building strategic relationships, utilizing the resources and enhancing the UMT community to build the strong reputation of the University in the external world. Focused on actions and outcomes, we provide strategic leadership and expertise in:

Core Functions

- Alumni Networking and Engagement
- Corporate Relations

- Coordination of all Forums and Events (Academic and Co-curricular)
- Communication and Information of External Relations

The Office of External Relation (OER) is the only department in the University of Management and Technology (UMT) that provides their alumni a specific platform to communicate with each other and make strategic linkages around the world. Having nationwide forums and building corporate relations with the industry which can help our brilliant students to connect with the world and make a good startup for their career.

OER also coordinates and provides assistance and support to the prominent Schools in UMT by executing their academic events and co-curricular activities in a very professional way. All the information of the external world and outcomes are then compiled and communicated through a newsletter that is brought out on a yearly basis by the Office of External Relations (OER).

Web Link

For details of services provided by OER, please visit <http://umt.edu.pk/oer/home.aspx>

Office of Facilities Management (OFM)

Mission

To ensure uninterrupted provision of facilities and services to the UMT management, staff and participants through operational and administrative support to enhance efficiency and promote the image of UMT

Introduction

The Office of Facilities Management (OFM) provides a wide range of services to the student body and to the UMT staff and faculty members. The efficient and courteous staff of OFM is always at hand to comply with service requests and facilitate the UMT community in every possible manner.

Core Functions

- Security and Safety
- Housekeeping and Janitorial
- Office Management
- Events Management and Protocol
- Health Care Services Unit
- Horticulture
- Power and Electric Management
- Travelling and Accommodation
- Classroom Management
- Assets and Supply Management

- Food and Catering
- Transportation and Parking
- Telephone Exchange and Mailing
- UMT Mosque

OFM is also responsible for ensuring that different policies and rules as promulgated by the University Management are followed within the campus premises. These policies pertain to many areas such as parking, advertisement, smoking, etc.

Web Link

For details of services provided by OFM, please visit

<http://umt.edu.pk/ofm/home.aspx>

Office of Forums and Events (OFE)

Introduction

The Office of Forums and Events (OFE) is proud to support and manage events that will promote University of Management and Technology as a great and leading place of professionals and graduates.

OFE is responsible for planning, organizing and managing large national and international conferences, seminars and symposiums. The Office will invite guest speakers who will address students and have meeting with faculty/management. Resources and sponsorships will be generated for events

Functions of OFE

- Planning, organizing and managing large national and international conferences, seminars and symposiums.
- Creating different forums and then organizing events on regular basis
- Creating co-curricular forums for students of different schools
- Inviting guests/ CEOs (both national and international)
- Managing SME ASIA Summit, UMT Globe Around and Hello Excellency
- Launching local forums under the umbrella of SME ASIA
- Managing UMT students' foreign visits through UMT Globe Around
- Creating strong working relations with local and international chambers

- Regular participation in major national and international conferences and creating effective networking for SME ASIA
- Arranging sponsorship for OFE events

Web Link

For details of services provided by OFE, please visit <http://umt.edu.pk/ofe/home.aspx>

Office of Human Resources (OHR)

Mission

To recruit, retain and develop quality staff which effectively supports the human resource development mission of the University, and to provide HRD services and programs which consistently meet the standards of professional excellence and effectiveness.

Areas of Activity

Human resources play a vital role in building a good team of working professionals and provide support for organizational success. The Office of Human Resources (OHR) at UMT has a broad scope of functional responsibilities:

Recruitment and Selection

The recruitment and selection section is involved in various integral domains such as staffing, job analysis, development of JDs / JSs of employees, conducting tests and interviews and succession planning.

Compensation and Benefits

The Office of Human Resources at UMT is further responsible for designing and modification of competitive compensation and benefits system, market based competitive salary, salary surveys and management of provident fund.

Employee Relations and Benefits

Administering benefits related to vacations and leaves of absence, grievances, administering, designing and communicating insurance, medical and retirement/ separation plans are the responsibilities of employee relations and benefits section.

Performance Management

Performance plays an integral part in any organization. OHR is entrusted with performance of employees that include planning and development of the appraisal system, and development of multi-level performance appraisal tools. The performance appraisal drives the employees toward more dedication and to grow within the organization. OHR also manages employee relations in terms of discipline, grievance investigation and arbitration.

Record Keeping

OHR ensures proper record keeping by maintaining data and records of current and former employees.

OHR further support's formulation of policies and procedures in terms of developing standards and specifications for employee services to assist departments and schools in the interpretation of policies and procedures.

Web Link

For details of services provided by OHR, please visit
<http://umt.edu.pk/ohr/home.aspx>

Office of Information and Admissions (OIA)

The Office of Information and Admissions(OIA) welcomes students determined to learn and challenge the limits. We provide them a learning environment that translates them into fine professionals and leaders responsible to take strategic decisions. UMT is meant for quality education and we have a galaxy of stars known at national and international level for their contribution in the educational sector.

Our foundation rests on a passionate commitment to instill lifelong learning in our students. At UMT, we take pride in equipping our students with knowledge to survive in the professional milieu as well as instilling a sense of duty to the society. We see ourselves playing a vital role in giving a platform to academia in Pakistan to collaborate actively on issues of research, quality enhancement and teaching skills, hence eliciting a synergized stride towards academic excellence.

We are responsible for providing complete information for all programs offered by the University of Management and Technology (UMT). The prime function of this office is to guide students about their career options and future prospects of these programs. The team of Information and Admissions Office provides counseling to all students who are facing indecision in choosing an appropriate academic career.

We plan and execute the total admissions process. This simply means that from program information to ID issuance, career counseling to admissions, from meeting parents and students, coordinating admissions tests and holding orientation sessions, we care. We analyze the total admissions campaign from all dimensions and suggest strategies to ensure a qualitative intake by setting highest standards of quality.

The number of students from other countries, especially from the Gulf Region, has kept increasing at UMT over the years. These

students have become an intrinsic part of our setup; this reflects the confidence of international students in our system. UMT is a vibrant setup with linkages to latest international research and learning that encourage students to develop a global mindset. UMT alumni have secured prominent positions within the country and abroad in a short period of time.

The Office of Information and Admissions actively participates in the educational exhibitions organized under the banners of Dawn Group of Publications, Jang Group of Publications and Pakistan International Education Exhibition. These exhibitions are generally organized in Lahore, Karachi and Islamabad. Students can come and visit us for getting on-spot information and registration. We provide them all information relevant to their careers and academics. The Office of Information and Admissions also conducts road shows for the overseas students in international cities like Jeddah, Dubai and Abu Dubai.

The Office of Information and Admissions would be pleased to assist you in all matters relating to your academics. So, please don't hesitate to contact us. We are here to serve you. You can send us your suggestions and questions at admissions@umt.edu.pk or contact us at UAN: +92 42 111 300 200 during office hours.

Web Link

For details of services provided by OIA, please visit <http://admissions.umt.edu.pk/Default.aspx>

Office of Information Systems (OIS)

The Office of Information Systems (OIS) was set up in 1995 as Department of Management Information System (MIS) to deal with the growing IT related needs of the UMT community. OIS is responsible for the implementation of the broad IT vision of the University of Management and Technology (UMT) in terms of strategic central planning and operations. It provides technical support both to the academic community and the management of the University, making it easier for them to carry out their tasks and duties. Its main priority is to meet all kinds of IT challenges through well thought out policies. And it is doing just that on account of a team of dedicated professionals who are always at hand to solve IT related problems and work towards expansion and betterment of the campus wide network.

Well-experienced professionals at OIT have made it possible for students, parents, faculty members, management officials and other information seekers to access the required information and records with just a few keystrokes. They have set up user-friendly web pages with simple navigation and relevant links that allow students to check academic records. Parents may also keep track of their financial obligations towards UMT and expenses incurred on their ward's education.

OIS provides a wide range of services and state-of-the-art facilities to UMT students, faculty members and other management staff. These services include personalized e-mail accounts, Internet access, web page accounts and much more.

Our Vision is... Leading

To become a leader in provision of information technology services to achieve UMT goals

Our Mission is... Serving

To provide excellent, innovative, reliable and integrated IT solutions, and quality services to the UMT community with the organizational citizenship behavior to meet the challenges of the 21st century.

OIS Core Functions

- Functional Strategy and Planning
- Software Development and Acquisition
- Infrastructure and Coordination
- Integration and Data Validation
- Software Demonstrations and Trainings
- Analytics and Reporting
- Software Support and Services

Web Link

For details of services provided by OIS, please visit

<http://umt.edu.pk/ois/home.aspx>

Office of Internationalization (OIN)

University of Management and Technology is cognizant of the importance of building its reputation as number one choice for local as well as international participants by inculcating an international orientation and best practices in its operations and product portfolios.

Accordingly, UMT has set up a dedicated Office of Internationalization with twofold mandate to augment the process of giving an international orientation to various academic and research related functions of UMT, and to undertake activities that dovetail the internationalization requirements of various accreditation agencies.

The Office of Internationalization aims to integrate global perspective in every facet of the University. The objective is to prepare graduates with cross-cultural consciousness and international competencies so that they are able to succeed in an increasingly internationalized and competitive job market. It also aims to improve the University of Management and Technology's worldwide standing through knowledge collaborations and partnerships with leading universities and organizations.

Internationalization at the University of Management and Technology reflects a diversity of intercultural ideas with the world at large and provides leadership and support for UMT community by mobilizing international and intercultural resources locally and abroad, in cooperation with academic and administrative units. Our offices and programs in Internationalization provide the knowledge and tools to shape

a community of people who have perspectives on local, regional, and international issues.

The Office of Internationalization works to:

1. **Foster** Linkages with international universities, agencies and companies
2. **Facilitate** UMT departments, offices and centers in adopting global perspective in their respective tasks
3. **Promote** initiatives taken by UMT departments, offices and centers, pertaining to internationalization

Web Link

For details of services provided by OIN, please visit

<http://oin.umt.edu.pk/>

Office of Participants Affairs (OPA)

Introduction

The Office of Participants Affairs fosters a campus community that supports students in the development of their unique potential, inspiring them to be active learners, successful graduates and engaged global citizens.

OPA works towards personality development and professional grooming of UMT participants. Some of the most popular events organized by OPA include debating and declamation contests, seasonal festivals, farewell dinners. OPA manages various clubs and societies, and supports students in extra-curricular activities. The activities sponsored by OPA broaden the participants' perspectives and help them develop their skills.

The clubs and societies managed by OPA include UMT Sports Club, Adab- UMT Literary Society, Dramatic Club, Overseas Participants Club (OPC), Social Welfare Society, Debating Society, Gal's Zone, Fine Arts Club, Rovers Crew (Scouts), Bulls Eye, AKS Photography Club, Health and Wellness Club, Ilmians Quiz Society and many more. The overseas and foreign participants studying at UMT organize their activities under the Overseas Participants Club (OPC). The OPC plans recreational trips and also assists members in finding solutions to their social and academic problems. The Bolan Forum also organizes important activities.

Sports Club organizes cricket, football, table tennis, badminton, snooker, swimming, rugby, volleyball, body-building, lawn tennis, squash and chess matches. UMT Sports Club also participates actively in HEC Intervarsity Sports Events. It also has Girl's Sports Wing. Sports based scholarships are also awarded for National Color holders.

Core Functions

- Sports
- Student life

Web Link

For details of services provided by OPA, please visit

<http://umt.edu.pk/opa/Home.aspx>

Office of Planning and Development (OPD)

Introduction

The pace at which change is occurring in global marketplace has never been seen or predicted before. In such a vibrant and dynamic environment, Office of Planning and Development (OPD) is a department which serves as a strategic driver and an aligning force to establish a global vision of the University of Management and Technology.

OPD benchmarks industry best practices and implements them in the University to be more competitive. Innovative Business Measurement Systems are designed and implemented by the office to work towards capacity building at three institutional levels; people, process and system. We believe in continuous improvement and integration of the University-wide processes. The major focus of OPD's strategic planning has been on three core issues:

- Context: The external factors and internal capabilities that can be capitalized.
- Innovation dimensions: How to redefine the basic dimensions of business – who to serve, what to offer, and how to operate – in new and profitable ways.
- Sustainability: How to create a winning business model that is hard to imitate.

We at Office of Planning and Development put our best efforts forward to make UMT a holistic learning and growing place.

Our Philosophy

Vision Statement: We strive to be the key decision making and strategic aligning tool for top management.

Mission Statement: Office of Planning and Development (OPD) is dedicated to create an excellent learning environment with built-in optimal efficiency to make certain that corporate and departmental planning is the reflection of corporate strategy.

Core Functions

The primary functions for which OPD stands for are;

1. Planning
2. Training and Development
3. Systems Integration
4. Campus Projects

Web Link

For details, please visit OPD Website

<http://umt.edu.pk/pnd/Home.aspx>

Office of Research Innovation and Commercialization (ORIC)

Introduction

ORIC UMT is set up in the light of HEC instruction to facilitate the research and development in University of Management and Technology.

ORIC UMT has mandate to develop an enabling environment in the University where researcher and research user can interact, work and develop cutting-edge research based technologies. ORIC office is an excellent bridge between university research and research user of industry and society.

Vision

To make UMT an institution of cutting-edge research and technologies

Mission

To build capacity of UMT researchers for quality research, link research with industry and society, and provide a platform where research based solutions can take place

Objectives

- To promote need-based research in UMT
- To build capacity of researchers for quality research
- To link research with industry and society
- To develop an enabling environment for applied research in UMT

Services

- Identification of need-based research for UMT faculty and students
- Identification of stakeholders as research partners for UMT faculty and students
- Exploring financial opportunities and support possibilities for UMT research
- Facilitating in development and transfer of research output into end user

Web Link

For details of services provided by ORIC, please visit

<http://umt.edu.pk/oric/Home.aspx>

Office of Technology Support (OTS)

The Office of Technology Support (OTS) has been providing efficient support services to the UMT community. The OTS comprises of Network Operations Center (NOC) and Network Management and Support Section (NMS). The Office Technology Support (OTS) was set up in 1995 as Department of Management Information System (MIS) to deal with the growing IT related needs of the UMT community.

It provides technical support both to the academic community and the management of the University, making it easier for them to carry out their tasks and duties. Its main priority is to meet all kinds of IT challenges through well thought out policies. And it is doing just that on account of a team of dedicated professionals who are always at hand to solve IT related problems and work towards expansion and betterment of the campus wide network.

Core Functions

- Accounts and Passwords
- Internet Services
- Hardware Services
- Network Services
- Operating System
- Software Services

OTS provides UMT User Account (UMT Domain and Email account) which is basically your online identity at UMT. Hardware

repair of top of the line IT brands such as Dell, IBM, Acer, etc, is also done here. Wireless networking is provided by OTS to all UMT faculty/staff/participants and to visitors from different organizations that participate in the events, seminars, meeting, conferences, etc. Services related to operating systems include OS repair, installation, data backup, etc. A variety of Open Source and Freeware software titles are available through the OTS server within the campus.

Web Link

For details of services provided by OTS, please visit <http://umt.edu.pk/ots/Home.aspx>

Disclaimer

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